

## STATE EMERGENCY RESPONSE COMMISSION

### State Emergency Response Commission Meeting Minutes September 8, 2004

Jamie Turner – DEMA	Glenn Gillespie – DEMA
Dr. Gerald Llewellyn – Div. of Public Health	Bill McCracken – New Castle County LEPC
Ralph Baker – Shipper of HazMat	Dave Irwin – NCC LEPC
Tricia Faust – DelDOT	Edward Gerhard – US EPA
Rep. Bruce Ennis – DE Vol. Fire Assoc.	Rich Antoff – DNREC
James Lee – Consignee of HazMat	Glenn Luedike – Sussex County EMS
John Peirce – Water Transportation Rep.	Tedd Winneberger – Sussex County EMS
Bill Betts – Fire Prevention Commission	Joe Leonetti – NCC Office Emergency Mgt..
James L. Cabbage, Jr. – DE Vol. Fire Assoc.	Steve Martin – DSFS
Michael G. Chionchio – State Fire Marshal	Thom May – Div. of Public Health
Lynn Bullock – Sussex County LEPC	Anthony Murray – U.S. DOT
J. Allen Metheny, Sr. – Kent County LEPC	Dave Hake – DEMA
Jim Kenney – New Castle County LEPC	Arthur Paul – DEMA
Robert Pritchett – DNREC/EPCRA	Renee Dixon – DEMA
Mark Collender – Delaware State Police	
Pam Meitner – User of Hazardous Material	
Michael Kernan – Delaware State Fire School	

The September 8, 2004 meeting of the State Emergency Response Commission (SERC) was called to order at 9:05 a.m. by Mr. Jamie Turner. Mr. Turner chaired the meeting in the absence of the Chair and Vice Chair. A quorum was available. Attendees introduced themselves and were welcomed to the meeting. The June 9, 2004 meeting minutes were approved, as written, following a motion made by Mr. John Peirce and seconded by Representative Bruce Ennis.

### STANDING COMMITTEE REPORTS

#### **Finance and Budget Committee** – Mr. Robert Pritchett

##### *Summary of SERC Finances as of 8/31/04:*

##### *SERC Fee Holding Account:*

Carryover from 2003 calendar year	+ \$ 225,296
Fees collected thus far during 2004	+ \$ 289,000 (a)
Projected reimbursements thus far	- \$ 1,640 (b)
Interest received thus far during 2004	+ \$ 2,859 (c)
Annual disbursements to LEPCs approved in June	- \$ 255,744
Transfer to Decon trailer equip and maintenance fund	- \$ 4,000
Transfer to Decon trailer replacement account	- \$ 28,000
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Account balance as of 8/31/2004	\$ 227,771

Notes:

- a) Additional fees may be received as we continue follow-up activities on the 2003 Hazardous Chemical Inventory (Tier II) reports due 3/1/04.
- b) Additional reimbursements necessary to facilities will likely be identified as we process the 2003 Tier II reports. (Final reimbursements for reporting errors in 2003 totaled \$4,980.)
- c) Interest will continue to accumulate. (Total interest accumulated in 2003 was \$5,453.)

*Decon Trailer Replacement Account:*

Initial deposit approved in June 2003	+ \$ 28,000
Interest received during 2003 (Sept. thru Dec.)	+ \$ 172
Transfer into account in June 2004	+\$ 28,000
Interest received thus far during 2004	+ \$ 200
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Balance as of 8/31/2004	\$ 56,372

**HMEP Grant Review – Mr. Dave Hake**

Mr. Hake referred attendees to the HMEP Budget Status memo in the SERC agenda package.

*Planning Proposals:*

1. The Delaware Emergency Management Agency requests funds for one staff member to attend the Regional Response Team III meeting in Pittsburgh, PA, September 14-16, 2004. Approximate Cost: \$ 675.00.
2. Kent County requests funds for the Decon Team Chief to attend HazMat Exlpo Conference in Las Vegas, NV, November 15-19, 2004. Approximate Cost: \$ 950.00.
3. The Delaware Emergency Management Agency requests funds for one staff member to attend the National Association of SARA Title III Program Officials (NASTTPO) mid-year meeting and the Hazardous Material Emergency Preparedness (HMEP) Grant Workshop, in Las Vegas, NV, November 16-19, 2004. Approximate Cost: \$ 800.00.
4. New Castle County LEPC requests funds to support a daylong exercise for the Industrial HazMat Alliance Decon team, on October 2, 2004. Approximate Cost: \$ 550.00.

*Approved and Pending Items:*Planning

Balance as of 09/01/04	28,295.64
Pending Items:	
Kent County LEPC Tabletop Exercise County Chemical Facilities /DAFB	3,256.00
Supplement Purchase of Tier II Manager	25,000.00
Sussex Decon team two mbrs. HazMat Conf. Houston, TX, Oct 2004	2,000.00
Sussex Decon team Haz Mat Explo- Conf. LasVegas, NV, Nov 2004	1,800.00
Total Pending Items	32,056.00
<i>Projected Planning Balance</i>	<i>-3,760.36</i>

*Training Proposal:*

The Delaware Emergency Management Agency requests funds for one staff member to attend HazMat Refresher training at the DE State Fire School. Approximate Cost: \$600.00.

*Approved and Pending Items:*Training

Balance as of 09/01/04	31,703.70
Pending Items:	
Sussex EMS HazMat Ref. Decon Mbrs trn @ \$600 each (1 remaining)	600.00
Kent County Decon Team HazMat Traing DE Fire School 5 ref. @ aid (3600.00)	3,000.00
Sussex Decon team HazMat Tech Fire School, 6 Ref. @ \$600/ 4 Initial @ \$900.	7,200.00
DNREC ERB Team, HazMat Tech trn 21 Ref @ \$400 / 5 Initial @ \$900.	12,900.00
Support CAER training June/July 2004 tent, food (PNC outstanding 1,022.10).	1,022.10
Total Pending Items	24,722.10
<i>Projected Training Balance</i>	<i>6,981.60</i>

The HMEP Planning and Training Grants are funded by the U.S. DOT. Mr. David Hake is the grant administrator and verifies that requests meet the eligibility requirements. This budget status update is provided to the SERC for information purposes only.

**Information and Technology (IT) Committee** – Mr. Lynn Bullock & Mr. Robert Pritchett

The IT Committee has been working on finalizing acquisition of the Tier II Manager program for chemical inventory reporting. The contract is at DNREC's attorney for final review. The total cost of the System is \$88,438, which exceeds the \$60,000 of penalty monies previously requested by the SERC and approved by DNREC. The shortfall will be made up from \$25,000 of HMEP Grant funds, as decided at the June SERC meeting. Mr. Blevins, SERC Vice Chair, submitted a request for additional penalty monies from DNREC, the request was approved. The additional funds will complete the \$28,000.00 shortfall and provide funds for training the System Administrators, Facility Submitters, and train-the trainers.

**Planning and Training Committee** – Mr. Jamie Turner

The committee will meet in November to review Phase II of the State Emergency Response Team, Oil and Hazardous Substance Incident Contingency Plan.

**Decon Trailer Committee** – Mr. J. Allen Metheny, Sr.

The DECON Trailer User's Group met on September 1, 2004 at the Kent County Public Safety Building with all three teams represented.

All three DECON teams have completed the purchase of equipment with the funds approved by SERC to complete the Standard Equipment List purchases.

We are continuing on the work of drafting a Statewide DECON trailer User's Group "Standard Operating Guidelines" (SOG). Progress is slow on this project due to the many other projects we are involved with.

The tow vehicles for the trailers have finally been ordered and are in production. The expected delivery date is January, 2005.

Since the last meeting, the teams have:

- Responded to nine emergency incidents
- Conducted two training classes or drills
- Completed one public appearance/community outreach event.

The team reviewed the tentative list of equipment and service requests for FY '04 WMD funds. The request include upgrades to our air systems, a "new generation" chemical and biological detector, a team member ID system, funds for maintenance contracts and calibration costs of WMD equipment, and overtime for back filling positions to cover training. With the exception of the overtime request, all requests have been approved at the State level and are awaiting Homeland Security approval. The overtime request has not been considered yet.

We reviewed the list of FY 02-03 WMD equipment that has been received. We are still waiting for several items to be ordered and/or arrival

Relative to the maintenance fund, we used \$5,071.32 during FY 04. This amount needs to be replenished for FY 05.

At our meeting, we discussed and are looking further into a driver's training program for our personnel to be able to drive the vehicles. A couple of options are being investigated for this training.

Our next meeting is scheduled for December 1, 2004.

## **LOCAL EMERGENCY PLANNING COMMITTEE REPORTS**

### **Sussex County** – Mr. Lynn Bullock

- Meeting Notes – Not reported.
- Facility Visits – Not reported.
- HazMat Plan Status – Not reported.
- Exercise Status – Not reported.
- HazMat Incidents – Two responses.
- Comments – Currently working with Caroline County in Maryland as well as the City of Seaford on propane facilities and their transports.

### **Kent County** – Mr. J. Allen Metheny, Sr.

- Meeting Notes – Regular meeting held on July 13, 2004 with 22 members present. Provided updates to the members on the following topics: Decon III Operations, Tier II reporting and fee collections budget issues, Delaware Emergency Notification System, and the Tier II Manager System.

We have re-activated the seminar committee to plan for another seminar in the Spring of 2005. One Meeting has been held and another is scheduled for next week.

The next LEPC meeting will be September 14, 2004 at 10:00 a.m.

- Facility Visits – None.
- HazMat Plan Status – Approved by SERC. Copies and CD's are being made and a training session with EOC participants was held in June.
- Exercise Status – The planning continues for another Dow-Reichhold Drill in the fall. A tabletop and full exercise is being planned at Dover Downs International Speedway for the fall and then the spring. This will be an ODP sponsored program that will address a WMD Hazmat incident.
- HazMat Incidents – None.

### **New Castle County** – Mr. Jim Kenney

- Meeting Notes – The LEPC meeting was held July 12, 2004 and was hosted by Uniquema. Uniquema has a impressive facility and is a valuable asset to the Delaware business community. Chairman Ennis commended the appointment of Joe Leonetti as the NCC Emergency Preparedness Coordinator. Joe served as the LEPC representative from the NCC Fire Chief's Association. Mark Dolan reported on the very successful training of June 2004, which utilized the DuPont CAER car, which was located

at the DuPont Edgmoor facility. In depth training was provided to the NCCIHMRA and awareness training for numerous other responders. A total of 171 responders received training during this evolution. The chair commended the DuPont Edgmoor facility for their positive community relations, noting this was a prime example of the chemical industries Responsible Care program in action. The Conectiv representative provided a very interesting presentation which described Conectiv's Emergency Response Procedures. This presentation is available to community groups. The EPA representative reported on the progress of the Metachem clean up.

- Facility Visits – Since the last report five initial and two follow up visits have been conducted. Additionally, LEPC staff observed a drill at an EHS facility.
- HazMat Plan Status – The revisions are complete and distribution is scheduled for October.
- Exercise Status – Not reported.
- HazMat Incidents – There were no major incidents, which required NCCIHMRA activation during this reporting period.

**City of Wilmington** – Mr. Paul provided report

- Meeting Notes – The last meeting was held July 9, 2004. The 2004 budget has been closed. HazMat Training will be scheduled in October or November. Seventy (70) people to attend the DuPont CAER Training scheduled for September 27<sup>th</sup> & 28<sup>th</sup>.
- Facility Visits – All nine facilities have been visited, seven of the facilities were designated extremely hazardous substance (EHS). Facility visits will be conducted again in two years.
- HazMat Plan Status – Plan approved and is being printed.
- Exercise Status – Noramco drill in September.
- HazMat Incidents – None.

**OLD BUSINESS**

1. Delaware Emergency Notification System (DENS) Update – Mr. Arthur Paul

The system has been populated with DEMA notification lists. Virtual Private Network connections have been established for DEMA, DPH, Kent County, and the City of Wilmington. The VPN connections allow the system to be accessed and activated from the designated locations. Training sessions on the VPNs are being planned. Each account has been tested. The Division of Public Health regularly uses the system as part of its Health Alert Network. The System has not been used for an actual emergency. There will be a presentation on DENS at the next meeting.

2. Funding Committee Recommendation (DNREC letter for fine money) – Mr. John Blevins

No Report.

3. SERC Annual Report Draft – Mr. Arthur Paul

The SERC Annual Report is 99% complete. Mr. Paul requested that each Commissioner make sure that their personal information was correct, review any areas they are involved in, and get back to him as soon as possible. Rep. Bruce Ennis made the motion to approve the Annual Report and Mr. Peirce seconded. The Commission approved the Annual Report, pending minor changes.

4. Review of County Audits – Mr. Arthur Paul

At the June SERC meeting, the Commission approved a motion that SERC funded entities be audited annually. Mr. Paul was tasked to review the audits and make sure they include the LEPCs. After reviewing the County Audits, Mr. Paul determined that they do not specifically examine the LEPC budgets. Mr. Paul suggested that the Finance and Budget Committee make a recommendation on this issue when it meets to review next year's budgets.

## **NEW BUSINESS**

1. U.S. EPA Region III Emergency Preparedness and Prevention Conference Dec 5-8, 2004

Mr. Paul briefed the Commission on the annual conference to be held in Philadelphia, PA. A motion was made and approved to send interested Commissioners to the conference using funds from the HMEP grant. A second motion was made and approved to move the December 8<sup>th</sup> SERC meeting to December 1<sup>st</sup> due to conflict with the conference.

2. HazMat Safety Assistance Team Presentation- Anthony H. Murray III, U.S. DOT

Mr. Murray's presentation described the security procedures for HazMat shipments as well as regulatory and other initiatives since September 11, 2001 to include the Patriot Act.

3. DelDOT Request

Ms. Tricia Faust formally requested that the Delaware Department of Transportation (Del DOT) receive an invitation to the next Planning and Training Committee meeting to participate in the review of the SERT Plan. Mr. Arthur Paul stated that Mr. Gene Donaldson had been added to the Planning and Training Committee and that he would add Ms. Faust to the distribution list for the Committee.

4. Hazardous Material Transportation Study Phase II

Mr. Paul briefed on the results of Phase II. The Planning and Training Committee will go through the Hazardous Material Transportation Study in order to take a closer look at the path forward and report back to the SERC on their findings.

## **CLOSING COMMENTS**

Mr. Jamie Turner announced that there would be a meeting to discuss the requirements of the new National Incident Management System (NIMS) on September 28, 2004 at the DE State Fire School.

The SERC meeting adjourned at approximately 10:03 a.m. The next meeting will be on Wednesday, December 1, 2004.